



## **Town of Hopkinton, NH**

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### **SELECTMEN PUBLIC MEETING MINUTES MONDAY, AUGUST 16, 2010 – 5:30 P.M.**

Chairman Jim O'Brien called a regularly scheduled business meeting of the Board of Selectmen to order at 5:32 PM on Monday, July 19, 2010 in the meeting room at the Town Hall.

**Members Present:** Jim O'Brien, Chair, Tom Congoran, George Langwasser, Chris Lawless, Bryan Pellerin

**Staff Present:** Steve Clough-Asst. Superintendent of Public Works-Waste, Karen Robertson-Planning Director, Neal Cass- Town Administrator

**Others Present:** Steve Chamberlin, Cettie Connolly, Bonnie Cressy, Lester Cressy, Merle Dustin, Natalie Duval, Aimee Gangel, Chuck Gangel, Linda Kimball, Janet Krzyzaniak, Ted Kupper, David Luneau, Marion Paxton, Michael Tardiff, Ian Tewksbury, and Ken Wilkens

#### **I. ADMINISTRATIVE**

The Board approved the following:

Vendor Disbursement and Payroll Manifests  
Building Permits  
For Review – Selectmen's Notes and Correspondence  
-For Signature

#### **II. APPROVAL OF MINUTES**

The Board reviewed the minutes of the Public Meeting on August 2, 2010. Selectman Lawless made a motion, seconded by Selectman Langwasser to approve the minutes of the Public Meeting. Vote 3-0-1 in favor of the motion. (O'Brien, Langwasser and Lawless in favor, Congoran and Pellerin abstaining) The Chair declared the motion carried.

The Board reviewed the minutes of the Public Meeting on August 9, 2010. Selectman Langwasser made a motion, seconded by Selectman Lawless to approve the minutes of the

Public Meeting. Vote 3-0-1 in favor of the motion. (O'Brien, Langwasser and Lawless in favor, Congoran and Pellerin abstaining) The Chair declared the motion carried.

### **III. PUBLIC APPOINTMENTS**

#### **STEVE CLOUGH – ASST. SUPERINTENDENT OF PUBLIC WORKS-WASTE:**

Selectmen asked Mr. Clough how the changes at the Transfer Station to accommodate Pay-by-Bag are progressing. He responded that the blocks for the Express Lane are in and this coming week he will work on preparing the area and setting the bins. Mr. Clough stated that he would order whatever signs the Board requested. The consensus of the Board was to order directional signs for the new Express Lane and replace the hand-written signs that are presently identifying the recycling area. The Board felt that it is important to give clear directions to make it easier for residents to navigate through the area. Mr. Clough said that people won't follow signs and too many of them will make it harder for people. The Board said to order the signs and Mr. Clough said that he will put up all aluminum signs. After discussion the Board determined that the new Transfer Station stickers will be available at the Town Clerk's Office and for at the least the first month at the Transfer Station. There will be no charge for the new sticker. Selectman Lawless mentioned that there has been a wood chipping business approved for the former O.D. Hopkins site and the owner has stated that he is willing take brush and stumps from the Transfer Station. He has been instructed to contact Mr. Clough. The question arose about the use of the Transfer Station by the Lions Club after their annual charity yard sale. After discussion the Board determined that waivers to use the Transfer Station without the PbB bags can be given to organizations doing specific events such as this one. The Town Administrator will handle these waivers. Selectmen stressed the importance of staff training prior to the beginning of Pay-by-Bag.

#### **CEDAR STREET SIDEWALK:**

Residents of Cedar Street and members of the Safe Routes to School (SRTS) Committee were invited to discuss the proposed Cedar Street sidewalk. Residents had presented a petition against the sidewalk at the last meeting of the Selectmen.

Natalie Duval, Chair SRTS Committee explained that she had come with people who could give input and background on the process. The SRTS program makes grants available for resources and analysis to improve pedestrian and bike access to schools. A study conducted by Central New Hampshire Regional Planning Commission (CNHRPC) concluded that construction of a sidewalk on Cedar Street created the safest way for student on the west side of Contoocook to access the Maple Street School. A grant has been obtained to do engineering and construction. There is a potential of 20-30 children who could use the sidewalk. Presently there are less than 10 students who would use the Cedar Street route.

Chair O'Brien stated on behalf of the Board that the work that has been done by SRTS is greatly appreciated.

Mike Tardiff, Executive Director CNHRPC said that the Cedar Street route was determined to be the path of least resistance and avoids crossing Maple Street. It is the route that does not require a crossing guard and enforcement all the time.

Chuck Gangel a resident of Cedar Street stated that he and Marion Lewis his neighbor have been against the sidewalk on their street from the beginning. He said that there is a great deal of impact on specific properties, trees will be lost, blasting will have to take place, telephone poles may have to be moved, and a retaining wall will have to be created near Carriage Lane. He shared his opinion that the residents of the street should have been involved in the process before the grant was submitted. According to Mr. Gangel, the benefit of adding a sidewalk is not great enough to warrant the changes that would be caused by the sidewalk on the street.

It was noted that the cost of construction is estimated at \$260,000 plus engineering costs and that 12 out of 14 residents on the street have signed the petition against the project. Ken Wilkens asked if the Maple Street School would always remain a school and Hopkinton School District Superintendent Steve Chamberlin said that there are not other plans at this time to house the 180 students who attend school there. It was also noted that all the work would be in the right-of-way with the exception of some slope work.

There were questions about Cedar Street being designated a one way street and about the possibility of signage limiting access at certain time of day. Selectmen will review this further.

Selectmen recommended that the SRTS committee review the plan and see if there is a way to improve walking and biking access to Maple Street School without using Cedar Street.

Selectman Lawless moved that the Board of Selectmen not allow the placement of sidewalk within the right-of-way on Cedar Street. Selectman Congoran seconded the motion.

**VOTE:** Selectmen O'Brien, Congoran, Langwasser, and Lawless voted in favor, Selectman Pellerin voted against, and Chairman O'Brien declared the motion to have carried (4-1).

MICHAEL TARDIFF, EXECUTIVE DIRECTOR, CNHRPC:

Mr. Tardiff met with the Board to explain his request for a letter of support for a grant that NH Regional Planning Commissions are applying for from the U.S. Department of Housing and Urban Development. The grant will supply funding for the 9 NH Regional Planning Commission to develop plans for the future for each Commission, but incorporate those plans into a state plan that will include the Commission and state agencies such as NHDOT. It is a \$5 million grant over 3 years. The Town will be asked to provide guidance and input, but there will be no cost to the Town. Selectman Lawless stated that he does not believe that this is something the federal government should be spending money on.

Selectman Congoran moved that the Board of Selectmen support the "Sustainable Communities Initiative Application for New Hampshire Regional Planning Commission, CFDA # 14.703 Funding Opportunity Number: FR-5393-N-03. Selectman Pellerin seconded the motion.

**VOTE:** Selectmen O'Brien, Congoran, Langwasser, and Pellerin voted in favor, Selectman Lawless voted against, and Chairman O'Brien declared the motion to have carried (4–1).

PUBLIC HEARING – HAZARD MITIGATION PLAN:

Chair of the Board of Selectmen called the properly posted and advertised public hearing to order.

Planning Director Karen Robertson explained that in 2004 the Town put together a committee that created a Hazard Mitigation Plan for the Town. The plan looked at potential hazards and ways that the hazards could be mitigated. FEMA requires that this plan be updated every 5 years. The Town received a \$5,000 matching grant to update the plan. \$5,000 was provided by the Department of Homeland Security and \$5,000 worth of in-kind support was provided by the Town.

Mrs. Robertson said that the updates include adding ice storm information and technology information. All the hazards were reviewed and ranked, and a mitigation plan was developed for each hazard. For example, because the High School is a POD and the shelter, a generator was recommended for the location. An updated Hazard Mitigation plan is needed in order to apply for FEMA grants.

Chair O'Brien asked for public comment, and there was none.

Selectman Pellerin moved that the Board of Selectmen adopts the Hopkinton Hazard Mitigation Plan. Selectman Langwasser seconded the motion.

**VOTE:** Selectmen O'Brien, Congoran, Langwasser, Lawless, and Pellerin voted in favor, and Chairman O'Brien declared the motion to have carried (5–0).

### **III. PUBLIC FORUM**

MERLE DUSTIN RE: BANDSTAND:

Merle Dustin read the following statement:

*Contoocook Village is fortunate to have the most attractive bandstand in our area, a generous gift of several years ago to the Town of Hopkinton by Robert Lewellen in his wife's name. Surrounded by appropriate shrubs and brick memorial walkways, also including two memorial granite benches in the shade of a beautiful maple tree, it is a lovely spot. The location, in the heart of the village, adjacent to the restored historical railroad depot with an old timer Pullman car close by, next to the only remaining covered railroad bridge in the country, is unique. This park like area on the banks of the Contoocook River has become a magnet for swimmers, gawkers and a launching area for boaters, plus it has a well planned calendar of events for the summer, by our town recreation director, Justin La Vigne.*

*Sound idyllic, doesn't it? BUT beware the underfoot is a "crater pocket minefield" with weeds and NO grass. (I've been told it IS mowed!) It is a bit tricky for walking but hazardous for wheelchairs, walkers, strollers, canes and crutches. Finding a level spot for lawn chairs is a challenge! Though we do manage to have manicured level recreational playing fields for team sports, near the High School, the envy of surrounding towns, BUT for years our "lawn" near the gazebo has been bypassed, neglected and shrugged off as not important enough to expend any effort to improve it for those of us who would love to enjoy the summer sedentary pleasures offered there. We're not asking for a "putting green" with real grass just a smooth area with no treacherous surprises. Summer is on the wane and it bids fair this will be sloughed off for another year and in tandem the much needed maintenance of our beautiful bandstand will be forgotten as well!*

MARION PAXTON RE: TRANSFER STATION STICKERS:

Mrs. Paxton stated that the sticker issue is an easy one to solve, "You have a Webster sticker or use a green bag."

KEN WILKENS RE: PbB QUESTIONS FROM GOLDEN GROUP:

Mr. Wilkens asked if someone from the PbB Committee could attend a meeting of the Golden Group to explain the PbB program. Selectman Congoran said that would be added to the PbB Committee's agenda.

JANET KRZYZANIAK RE: TRANSFER STATION:

Mrs. Krzyzaniak shared her concern that things at the Transfer Station are not yet prepared for the PbB Implementation. She also suggested that a map of the station to help people know where to put items would be helpful.

**V. OLD BUSINESS**

DOCUMENT MANAGEMENT PLAN:

Selectmen reviewed the plan that they had received at the previous meeting. It was noted that the Town Administrator will serve as the Information Manager referenced in the policy.

Selectman Lawless moved that the Board of Selectmen adopt the "Document/Information Management and the Change Control Process Policy" (Policy 39 Version 001-Initial Release) as presented. Selectman Langwasser seconded the motion.

**VOTE:** Selectmen O'Brien, Congoran, Langwasser, Lawless, and Pellerin voted in favor, and Chairman O'Brien declared the motion to have carried (5-0).

PURCHASING POLICY:

Selectmen reviewed the amended policy that they had received at the previous meeting.

Selectman Congoran moved that the Board of Selectmen adopt the amended "Purchasing Policy" (Policy 10 Version 003) as presented effective September 15, 2010. Selectman Langwasser seconded the motion.

**VOTE:** Selectmen O'Brien, Congoran, Langwasser, Lawless, and Pellerin voted in favor, and Chairman O'Brien declared the motion to have carried (5–0).

**DISPOSITION OF SURPLUS PROPERTY POLICY:**

Selectmen reviewed the amended policy that they had received at the previous meeting. They noted a typographical error which will be corrected on the final version.

Selectman Lawless moved that the Board of Selectmen adopt the amended “Disposition of Surplus Property Policy” (Policy 36 Version 002) as presented. Selectman Pellerin seconded the motion.

**VOTE:** Selectmen O'Brien, Congoran, Langwasser, Lawless, and Pellerin voted in favor, and Chairman O'Brien declared the motion to have carried (5–0).

**STATEMENT OF POLICY FOR USE OF TOWN COMPUTER RESOURCES, and STATEMENT OF POLICY FOR USE OF E-MAIL, COMPUTER, AND TELEPHONIC COMMUNICATIONS:**

The Town Administrator pointed out that both these policies are outdated, and that the new personnel policy covers these topics as well as the use of cell phones.

Selectman Langwasser moved that the Board of Selectmen repeal the “Statement of Policy for use of Town Computer Resources” (Policy 19) and the Statement of Policy for use of E-mail, Computer, and Telephonic Communications” (Policy 20) effective September 1, 2010. Selectman Lawless seconded the motion.

**VOTE:** Selectmen O'Brien, Congoran, Langwasser, Lawless, and Pellerin voted in favor, and Chairman O'Brien declared the motion to have carried (5–0).

**CONTOOCOOK CARRY LETTER:**

Selectmen reviewed and approved by consensus the Contoocook Carry solicitation letter.

**ROADS:**

Selectmen reviewed two letters concerning the roads. Mr. Cass pointed out that the price of paving has nearly doubled in the last 5 years and there has been no increase in the paving budget. Several roads in town need to be rebuilt at a substantial cost and will be done as funds become available. Several roads, not in as bad shape, were repaved this year because they just needed pavement to help them last for many more years. They did not require a complete rebuild. The roads will be reviewed further during the CIP and budget process. Selectmen asked the Town Administrator to research the status of the Road Committee.

**NON-PUBLIC SESSION I-RSA 91-A: 3 II (a) Personnel**

Selectman Congoran moved to go into a non-public session regarding a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Selectman Pellerin seconded the motion.

**VOTE:** Selectmen Congoran, Langwasser, Lawless, Pellerin, and Chairman O'Brien voted in favor, and the Chairman declared the motion to have carried unanimously (5–0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:43 p.m. The Board returned to public session at 9:03 p.m.

Vote to seal nonpublic minutes:

Selectman Lawless moved to seal the minutes of the just completed nonpublic session indefinitely. Selectman Langwasser seconded the motion.

**VOTE:** Selectmen Congoran, Langwasser, Lawless, Pellerin and Chairman O'Brien voted in favor, and the Chairman declared the motion to have carried unanimously (5–0).

NON-PUBLIC SESSION II-RSA 91-A: 3 II (a) Personnel

Selectman Congoran moved to go into a non-public session regarding a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Selectman Pellerin seconded the motion.

**VOTE:** Selectmen Congoran, Langwasser, Lawless, Pellerin, and Chairman O'Brien voted in favor, and the Chairman declared the motion to have carried unanimously (5–0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 9:05 p.m. The Board returned to public session at 9:18 p.m.

Vote to seal nonpublic minutes:

Selectman Pellerin moved to seal the minutes of the just completed nonpublic session indefinitely. Selectman Langwasser seconded the motion.

**VOTE:** Selectmen Congoran, Langwasser, Lawless, Pellerin and Chairman O'Brien voted in favor, and the Chairman declared the motion to have carried unanimously (5–0).

**VIII. ADJOURNMENT**

There being no further business, motion by Selectman Lawless, seconded by Selectman Congoran to adjourn the meeting. Vote 5-0 in favor of the motion. The meeting adjourned at 9:21 PM.

Respectfully submitted,  
Neal A. Cass  
Town Administrator

*These minutes are not official until approved by the Board of Selectmen at their meeting.*